#### WORKFORCE DEVELOPMENT ACRONYMS

Workforce development, in its broadest meaning, is any activity that prepares people for work at any stage of their life and any activity that assists employers in finding and retaining a skilled workforce.

A Workforce Development System is a statewide and local structure through which workforce development activities can be provided in order to "increase the employment, retention, and earnings of participants, and increase occupational attainment by participants and, as a result, improve the quality of the workforce, reduce public-funded dependency, and enhance the productivity and competitiveness of the Nation," (Workforce Investment Act of 1998).

There are a variety of acronyms, which are essential to the language of the system. Customers, staff, partners and administrators use them regularly to conduct business and relate to each other. The following pages represent a list of commonly used acronyms and their definitions.

<u>Acronym</u>	<u>Description</u>
ABAWD	Able-Bodied Adults without Dependents: Target population for the Food Assistance Employment and Training Program (FAET).
AFDC	Aid to Families with Dependent Children: In 1996, AFDC was replaced by the Temporary Assistance for Needy Families (TANF) program.
ALJ	Administrative Law Judge: An official who presides at an administrative trial type hearing to resolve a dispute between a government agency and someone affected by a decision of that agency.
AOP	Agricultural Outreach Plan: The Agricultural Outreach Plan (Ag Plan) sets policies and objectives in providing Wagner-Peyser (W-P) services to the agricultural community, specifically Migrant and Seasonal Farmworkers (MSFWs).
ARRA	American Recovery and Reinvestment Act (of 2009): An economic stimulus package passed by Congress and signed by the President in February 2009 in response to the Great Recession. Portions of the law relate to tax relief, renewable energy incentives, temporary investment incentives for

businesses, economic recovery tools, improved marketability for tax-exempt

bonds, and tax provisions related to health coverage improvements.

## ATAA <u>Alternative Trade Adjustment Assistance</u>:

The Trade Act of 2002 established ATAA as an alternative assistance program for older individuals certified eligible to apply for TAA. The ATAA program is designed to allow adversely affected workers at least 50 years of age who obtain re-employment to receive a wage subsidy to help bridge the salary gap between their old and new employment.

## AY <u>Appropriation Year</u>:

Term used to describe the timeframe of availability of funding received from or "appropriated" by the State or federal government to be used for a specific purpose. An appropriation is usually limited in amount and as to the timeframe when it may be expended, normally calendar year or fiscal year.

## BSP <u>Business Solutions Professional</u>:

The Workforce Development Agency, in conjunction with Michigan Works! and Michigan State University, has teamed up to train individuals to be Business Solutions Professionals. Upon completion of the training and demonstration of competency through field work assignments, participants are granted Certification as a Business Solution Professional.

#### BWT Bureau of Workforce Transformation:

The Workforce Development Agency's former name under the Department of Energy, Labor and Economic Growth.

#### CBO Community-Based Organization:

Private, nonprofit organization that is representative of a community or a significant segment of a community.

#### CCC Civilian Conservation Center / Civilian Conservation Corps:

A federal center on public land under an agreement between the USDOL and another federal agency, which provides programs of work-based learning to conserve, develop, or manage public natural resources or public recreational areas, or to develop community projects in the public interest.

The Michigan Civilian Conservation Corps (MCCC) is a special program that provides a variety of service opportunities to prepare young adults for future employment by enhancing on-the-job skills, offering many training opportunities, and providing hands-on work experiences to protect Michigan's unique natural heritage.

## CECR <u>Career Education Consumer Report</u>:

The Michigan CECR is a consumer-oriented Web-site designed to provide the general public with useful and accurate information about education and training programs available throughout the state.

#### CEO Chief Elected Official:

Chair of the local elected official board sometimes referred to as the Administrative Board or Consortium Board. Individuals who sign the annual comprehensive plan for the elected officials.

## CFR <u>Code of Federal Regulations</u>:

Federal department rulemaking. Establishes rules for the implementation of federal legislation.

## CPR <u>Comprehensive Programmatic Review</u>:

A CPR is designed to (1) determine if local WIA activities comply with the Act and federal and state regulations, (2) provide program guidance and direction to local programs in order to assist in providing quality workforce development services to customers, and (3) provide a framework for continuous improvement efforts under the WIA.

#### CY Calendar Year:

A calendar year begins on January 1 and ends on December 31.

#### DACA Deferred Action for Childhood Arrivals:

A process for individuals who came to the United States as children. The DACA process may result in a 2-year period of "deferred action" or relief from removal from the country or from entering in removal proceedings.

## DHS <u>Michigan Department of Human Services</u>:

State department that work in partnership with the MEDC, the MSF, and the WDA on workforce development issues related to low-income individuals and public assistance recipients.

#### DOMA <u>Defense of Marriage Act</u>:

On June 26, 2013, the Supreme Court found that Section 3 of the DOMA violates the U.S. Constitution. DOMA no longer bars the recognition of same-sex marriages under the federal framework for ETA workforce grant programs.

#### DRVS Data Reporting and Validation System:

ETA software used to generate the aggregate information required in annual reports submitted to the USDOL and to aggregate the information obtained from data validation reviews.

## DTAA <u>Division of Trade Adjustment Assistance</u>:

Worker group eligibility is determined by the U. S. Department of Labor (USDOL), Division of Trade Adjustment Assistance (DTAA) in response to a petition for services filed as a result of involuntary job loss.

#### DV Data Validation:

The process of verifying the accuracy of participant data that is collected and entered into the OSMIS.

## DVA <u>Department of Veterans Affairs</u>:

Federal department providing information and assistance to veterans. The DVA's strategic plan articulates three goals (1) work to ensure Veterans are empowered, independent, self-sustaining, and well equipped for civilian life, (2) improve our ability to partner and work with those who provide benefits, services, and resources to Veterans through improved collaboration, business practices, and outreach, and (3) continue to improve our business operations to efficiently and effectively serve our Nation's Veterans.

#### DVOP <u>Disabled Veterans Outreach Program</u>:

Targeted program for disabled veterans. Services are provided in the Michigan Works! Service Centers by WDA employees.

#### DW Dislocated Worker:

An individual who has been terminated or laid-off or who has received a notice of termination or lay-off from employment.

#### EAG Education Advisory Group:

Advisory committee to the local workforce development board on a broad range of youth and educational issues.

#### EDP <u>Educational Development Plan</u>:

A plan of action developed mutually between the customer and the case manager/counselor. The plan details the barriers to employment and the sequence of services to overcome the barriers. An educational development plan identifies career goals, lists interests and skills in line with meeting those goals, and documents the experiences, education and accomplishments of the participant. Used interchangeably with both the IEP & ISS.

## EO <u>Equal Opportunity</u>:

Absence of discrimination, as in the workplace, based on race, color, age, gender, national origin, religion, or mental or physical disability.

E-PMIG <u>Electronic Participant Management Information Guide</u>:

The electronic version of the Participant Management Information Guide.

ES <u>Employment Service</u>:

Labor Market services funded by Wagner-Peyser. Services include Michigan's Talent Connect, an internet-based recruitment and career advancement service.

ESA <u>Employment Service Agency</u>:

Part of the WDA responsible for the development and oversight of local labor exchange activities.

ESL <u>English as a Second Language</u>:

Training for English language proficiency in the workplace.

ETA <u>Employment and Training Administration</u>:

Unit within the U.S. Department of Labor. Responsible for policy development and oversight of Wagner-Peyser, Workforce Investment Act, and Trade programs.

ETPL Eligible Training Provider List:

The Workforce Investment Act of 1998 requires that, with certain exceptions, training services be delivered through the use of Individual Training Accounts (ITAs), which participants can use to procure the training of their choice, so long as the training program is on a state's eligible training provider (ETP) list.

FIP <u>Family Independence Program</u>:

The Family Independence Program (FIP) provides temporary cash assistance to families with children and pregnant women to help them pay for living expenses such as rent, heat, utilities, clothing, food and personal care items.

FOC Friend of the Court:

Separate entity that works in partnership with the MWAs to identify non-custodial parents for workforce development services.

FSE&T <u>Food Stamp Employment and Training:</u>

The purpose of the FSE&T Program is to assist capable mandatory and voluntary Food Stamp only recipients gain skills and receive training or experience that will lead to regular, paid employment.

FY Fiscal Year:

Related to both appropriation cycles and program operation cycles. The State of Michigan's Fiscal Year begins on October 1 and ends on September 30.

## GED <u>General Equivalency Degree/General Education Development</u>:

The GED or General Education Development is a set of tests designed to determine whether the test taker has a high school graduate's level of knowledge. Theoretically, a person who holds a high school diploma and a person who passes the GED tests have equivalent proof of their knowledge.

#### GTIB Governor's Talent Investment Board:

Mandatory body, appointed by the Governor. Advises the Governor on workforce development issues.

#### HHS Health and Human Services:

Federal department that is responsible for TANF-funded programs, including program policy and oversight.

## IA <u>Interagency Agreement</u>:

A formal agreement that establishes procedures for funding and administration of programs, as well as resolution of disputes.

# IEP <u>Individual Employment Plan</u>:

A plan of action developed mutually between the customer and the case manager/counselor. The plan details the barriers to employment and the sequence of services to overcome the barriers. An individual employment plan identifies career goals, lists interests and skills in line with meeting those goals, and documents the experiences, education and accomplishments of the participant. Used interchangeably with both the EDP & ISS.

#### ISS Individual Service Strategy:

A plan of action developed mutually between the customer and the case manager/counselor. The plan details the barriers to employment and the sequence of services to overcome the barriers. An individual service strategy identifies career goals, lists interests and skills in line with meeting those goals, and documents the experiences, education and accomplishments of the participant. Used interchangeably with both the EDP & IEP.

## ITA <u>Individual Training Account:</u>

Training voucher provided to the customer for the purchase of training services.

#### JAG Jobs for America's Graduates:

An initiative to keep at-risk youth from dropping out of school.

#### JD <u>Iob Development</u>:

A workforce development service. The service is usually centered on the needs of an individual client.

## JET Jobs, Education and Training:

Effective January 1, 2013, the P.A.T.H Program replaced the JET program and is the work participation program required for families receiving cash through the federal FIP.

#### IS <u>Job Service</u>:

Also known as ES.

#### JS Job Search:

A workforce development service focusing on the principles of finding employment: resumes, interviewing techniques, etc.

# JTPA <u>Job Training Partnership Act</u>:

Federal workforce development legislation passed in 1982. Established the private-public partnerships evident in workforce development programs today. The legislation was repealed July 1, 2000, and replaced with the WIA.

## LEO <u>Local Elected Official</u>:

Provides policy and oversight at the local level. Works in partnership with the local WDB.

# LEP <u>Limited English Proficiency</u>:

Limited ability in speaking, reading, writing or understanding the English language.

#### LLSIL <u>Lower Living Standard Income Level</u>:

Income level (adjusted for regional, metropolitan, urban, rural differences and family size) determined annually by the Secretary (of Labor) based on the most recent lower living budget.

#### LMI Labor Market Information:

Data on factors that impact a labor market area. Such factors may include industry-base, demographics, education availability, etc. A labor market area is an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

#### LVER Local Veterans' Employment Representative:

Provides for targeted services for veterans. Services are provided through the Michigan Works! Service Centers by WDA staff.

#### MARS <u>Management of Awards to Recipients System:</u>

The WDA's financial management and reporting system.

MDE <u>Michigan Department of Education</u>:

State department that works in partnership with the MEDC, the MSF, and the

WDA on workforce development issues related to education.

MDOC <u>Michigan Department of Corrections</u>:

State department that works in partnership with the MEDC, the MSF, and the

WDA on workforce development issues related to returning citizens.

MDOT <u>Michigan Department of Transportation</u>:

State department that works in partnership with the MEDC, the MSF, and the

WDA on workforce development issues related to transportation.

MEDC <u>Michigan Economic Development Corporation</u>:

Public-private entity that works in partnership with other state departments on

economic and workforce development issues.

MICA <u>Michigan Industry Cluster Approach</u>:

Michigan's approach to a demand-driven workforce system, concentrating on

talent issues based on industry, rather than individual employers.

MIS <u>Management Information System</u>:

Electronic record keeping system providing information for program  $% \left( \mathbf{r}\right) =\left( \mathbf{r}\right)$ 

management, evaluation, and reporting. (Also known as OSMIS.)

MI-SBTDC Michigan Small Business Technology Development Center:

The Michigan Small Business & Technology Development Center provides

counseling, training, research and advocacy for new business ventures, existing

small businesses, and innovative technology companies.

MiTC <u>Michigan Talent Connect</u>:

The WDA's web-site and job exchange portal that serves the online marketplace

connecting Michigan's job seekers and employers. A central hub linking all public and private stakeholders who support Michigan's workforce. General

viewing of the MiTC is limited to registered employers and MWA

representatives.

MOU Memorandum of Understanding:

An agreement developed and executed between the Local Board, with

agreement of the CEO, and the One-Stop partners relating to the operation of

the One-Stop delivery system in the local area.

## MPRI <u>Michigan Prisoner Reentry Initiative</u>:

The mission of the MPRI is to enhance public safety by reducing offender recidivism through a seamless plan of services and supervision delivered through state and local collaboration. The MPRI is a collaborative effort with the MDOC, DHS, and the WDA.

## MRS <u>Michigan Rehabilitation Services</u>:

Unit within the DHS that provides services targeted to individuals with disabilities. MRS staff has a presence in the Michigan Works! Service Centers.

## MSF <u>Michigan Strategic Fund</u>:

The MSF was created by P.A. 270 of 1984 and has broad authority to promote economic development and create jobs. The MSF is an independent state agency housed in the Michigan Department of Treasury. The WDA is part of the MSF.

#### MSFW Migrant and Seasonal Farmworker:

A seasonal farmworker is a person who earns at least half of their income from farm work and who is not employed in farm work year-round by the same employer. A migrant farm worker is a seasonal farmworker who has to travel to do farm work and is unable to return to their permanent residence within the same day.

#### MWA <u>Michigan Works! Agency</u>:

Refers to either a local geographic region or more appropriately the local administrative agency.

#### MWSP Michigan Works! Systems Plan:

The MWSP is an instrument for the annual documentation and execution of employment and training programs, as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the WDA.

#### NAFTA North American Free Trade Act:

Federal legislation creating a targeted program to assist workers affected by imports from Mexico or Canada or by shifts of U.S. production to those countries.

#### NCP Non-Custodial Parent:

A parent who does not have physical and/or legal custody of his/her child by court order.

## NCR <u>Non-Cash Recipient</u>:

An individual who is receiving non-cash government assistance such as day care, Medicaid or food stamps, and is not receiving TANF cash payments.

#### NCRC National Career Readiness Certificate:

The National Career Readiness Certificate is earned based on test level score results for three specific tests: Applied Mathematics, Locating Information, and Reading for Information.

## NEG <u>National Emergency Grant</u>:

NEGs are discretionary grants awarded by the Secretary of Labor under Section 173 of the WIA, as amended. NEGs are intended to temporarily expand service capacity at the state and local levels by providing timelimited funding in response to significant dislocation events.

# NRP <u>Needs-Related Payment:</u>

Payments providing financial assistance to participants for the purpose of enabling individuals to participate in training. One of the supportive services authorized by the WIA.

## OJT <u>On-the-Job Training</u>:

Workforce development service where an employer is reimbursed a percentage of the employee's wage for a specified training period.

#### OOS Out-of-School Youth:

A youth who is a school dropout or has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

#### OSMIS One-Stop Management Information System:

The WDA requires that all WIA applicant and participant information be reported in the OSMIS. The OSMIS captures all required reporting and participant information. (Also known as MIS.)

## P.A.T.H <u>Partnership.Accountability.Training.Hope</u>:

This program provides an intensive career and educational-based approach to serving individuals receiving case public assistance.

#### P.A. Public Act:

An act or statute affecting matters of public concern. (Law.)

# PI <u>Policy Issuance</u>:

Developed to interpret federal guidance and communicate state-level guidance to local partners for the administration of state and federal employment and training programs.

## PMIG Participant Management Information Guide:

Program guide for workforce programs that provides definitions, enrollment, termination, and other information related to OSMIS data entry for participants.

#### PWORA Personal Responsibility and Work Opportunity Reconciliation Act (of 1996):

Federal legislation. Replaced AFDC with TANF and established work responsibilities for welfare recipients. TANF was reauthorized in the Deficit Reduction Act of 2005.

# PY <u>Program Year</u>:

The calendar year for a program. Each program/funding stream has its own program year that may differ from appropriation year. The WIA program year begins July 1 and ends on June 30.

### RAP Refugee Assistance Program:

The Refugee Assistance Program (RAP) is a federal program which helps persons admitted into the U.S. as refugees to become self-sufficient after their arrival. Temporary RAP cash assistance and medical aid is available to eligible refugees who do not qualify for the Family Independence Program cash assistance (TANF) or Medicaid for up to eight months after their entry into the U.S. Employment services, health screenings and foster care services for unaccompanied minors are other DHS services available to refugees.

## RFP Request for Proposal:

Generally issued at the local level by the MWA to potential bidders. Describes the programs and services that the MWA is seeking a service provider to deliver. MWAs are NOT prohibited from direct service delivery; in such cases, the money will not be subcontracted through a competitive RFP process.

## RPI <u>Regional Prosperity Initiative</u>:

Empowers local governments within a region to better identify and impact the factors that drive economic prosperity.

## RTAA <u>Reemployment Trade Adjustment Assistance</u>:

RTAA is a permanent replacement of Alternative Trade Adjustment Assistance and provides a wage subsidy benefit to workers age 50 and older.

## SAG <u>State Adjustment Grant</u>:

May be used for statewide Rapid Response activities to provide additional assistance to local areas that experience mass layoffs, plant closings, or other events that precipitate increases in the number of individuals seeking dislocated worker services.

## SDA <u>Service Delivery Area</u>:

A local workforce investment area designated by the governor.

## SEO <u>Summer Employment Opportunity</u>:

SEOs linked to academic and occupational learning is a single program element that must be made available to WIA youth participants. However, it is not "the WIA summer youth program". Many program elements may take place during the summer, of which SEO is only one.

## SNAP <u>Supplemental Nutrition Assistance Program</u>:

Temporary food assistance for eligible low-income families and individuals available from the U.S. Department of Agriculture.

# SSI <u>Social Security Income/Supplemental Security Income</u>:

Payments made to eligible individuals who are in financial need, 65 years of age or older, or needy people of any age who are blind or disabled, including children.

## SSDI <u>Social Security Disability Income/Supplemental Security Disability Income</u>:

Social Security payments for disability made for individuals unable to engage in substantial gainful activity due to physical or mental impairment expected to last longer than 12 months.

## SSS <u>Selective Service System</u>:

Male citizens and every other male residing in the United States are required to register with the Selective Service System between their  $18^{th}$  and  $26^{th}$  birth dates.

## SYEP <u>Summer Youth Employment Program</u>:

A summer program that provides meaningful summer employment opportunities for youth in foster care.

#### TAA <u>Trade Adjustment Assistance (Act)</u>:

Federal legislation authorizing a program targeted to assist workers who lose their jobs because of foreign imports.

## TAAEA <u>Trade Adjustment Assistance Extension Act (of 2011)</u>:

Provides comprehensive reemployment and training services to eligible workers that have been displaced either by the importation of foreign made goods or by the exportation of the work itself to a foreign country. The certification criterion under the TAAEA of 2011 is limited to worker groups from the manufacturing or service sectors.

## TAG <u>Technical Assistance Guide</u>:

Technical Assistance Guides are developed to provide guidance in the administration of state and federal employment and training programs.

## TANF <u>Temporary Assistance for Needy Families</u>:

Public assistance, formerly known as Aid to Families with Dependent Children (AFDC). A program that provides financial assistance to indigent American families with dependent children, and assistance to unmarried minor parents who are living with a responsible guardian or an adult.

#### TAP <u>Transition Assistance Program (Veterans)</u>:

The Transition Assistance Program (TAP) was established to meet the needs of separating service members during their period of transition into civilian life by offering job-search assistance and related services.

#### TDCC <u>Talent District Career Councils</u>:

Made up of local EAG members that collaborate within talent districts to address education issues.

#### TEGL Training and Employment Guidance Letter:

Used to transmit policy and operational guidance to state and local workforce systems. Issued by Program Year (July 1 - June 30).

#### TEN <u>Training and Employment Notice</u>:

Used to communicate announcements of meetings, publications, or general information. TENs are issued by Program Year (July 1 - June 30).

#### TGAAA Trade and Globalization Adjustment Assistance Act (of 2009):

Amendments contained in the 2009 Act, which is part of the Recovery Act. The 2009 Act overhauls the TAA program and expands TAA coverage to more workers and firms, including workers and firms in the service sector, and improves workers' opportunities for training, health insurance coverage, and reemployment.

TRA <u>Trade Readjustment Allowances</u>:

The TAAEA of 2011 includes monetary Trade Readjustment Allowances (TRA) benefits. TRA benefits provide bi-weekly income support paid by the Unemployment Insurance Agency (UIA) to qualifying individuals. Eligibility determinations for TRA benefits are made independently by the UIA TRA Unit once a MWA has established eligibility under TAAEA.

UI <u>Unemployment Insurance</u>:

A source of income for workers who have lost their jobs through no fault of their own.

UIA <u>Unemployment Insurance Agency</u>:

Unit within the Department of Licensing and Regulatory Affairs (LARA) responsible for unemployment matters throughout the state. (May also be referred to as UI.)

UIPL <u>Unemployment Insurance Program Letter</u>:

Used for policy and guidance specific to the UI program. UIPLs are issued by Fiscal Year (October 1 - September 30).

USC United States Code:

Enacted federal legislation.

USDA <u>United States Department of Agriculture</u>:

Federal department responsible for food stamps, FSE&T and SNAP.

USDOE <u>United States Department of Education</u>:

Federal department responsible for programs connecting education and workforce development.

USDOL <u>United States Department of Labor</u>:

Federal department responsible for WIA, Wagner- Peyser, and TAA program policy and oversight.

USHHS <u>United States Health and Human Services</u>:

Federal department responsible for TANF program policy and oversight.

VOT Vocational Occupational Training:

An occupationally relevant training component, directly related to a specific occupational field or a specific job, which may combine classroom, laboratory, and other related activities.

WBO Worker Benefit Orientation:

Worker Benefit Orientation meeting(s) provide information on available services for impacted employees.

WDA Workforce Development Agency:

An agency of the State of Michigan. The WDA is the agency that administers workforce development activities for the state. The WDA's goal is to match job seekers and employers in a demand-driven system. The WDA is part of the MSF.

WDB <u>Workforce Development Board</u>:

Local boards charged with workforce development responsibilities. Boards provide the vision for local workforce development services. The WDB works in partnership with LEOs.

WIA Workforce Investment Act of 1998:

Federal legislation, with three streams of funding: Adult, Dislocated Worker and Youth. Program started July 1, 2000.

WIASRD Workforce Investment Act Standardized Record Data:

Electronically submitted to ETA. Contains participant characteristics, activities, and outcomes information.

WIB Workforce Investment Board:

Workforce Investment Boards are regional entities created to implement the WIA. The WIB's main role is to direct federal, state, and local funding to workforce development programs. They also oversee the One-Stop Centers. (Also known as WDBs.)

WOTC Work Opportunity Tax Credit:

Provides a tax credit to employers who hire members of targeted groups.

W-P <u>Wagner-Peyser</u>:

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the Employment Service part of the One-Stop service delivery system.

# WPRS Worker Profiling and Reemployment Services:

The Worker Profiling and Reemployment Services system is the first step in building a nation-wide reemployment system. Amendments to the Social Security Act contained in P.L. 103-152 require that UI claimants who are identified through profiling methods as likely to exhaust benefits and who are in need of reemployment services to transition to new employment, participate in reemployment services, such as job search assistance.

# WRIS <u>Wage Record Interchange System</u>:

A system that facilitates the exchange of wage data among participating states for the purpose of assessing and reporting on state and local employment and training program performance.